

## General Area Safety Checklist

Area Checked by:	Date:
Department:	Building/Room:

SEM has developed this checklist to assist UMaine personnel in conducting a general safety self-audit.

Training and Documentation	Yes	No	NA
Is the Emergency Action Plan (EAP) current and available?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all employees completed Basic Safety Training? ( <a href="http://sem.umaine.edu/">http://sem.umaine.edu/</a> )?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the supervisor (or designee) conducted Department Annual Safety Training?  <ul style="list-style-type: none"> <li>Fire Prevention Plans and Emergency Action Plans.</li> <li>Hazards of the Job Tasks and/or Work Area.</li> <li>Chemical handling, storage, labeling, and Safety Data Sheets (SDS).</li> <li>Use and Limitations of Personal Protective Equipment (PPE).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Has Specialized Safety Training been identified and conducted, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
Is training documented with records maintained within the work area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are written standard operating procedures current and available for any equipment or operation that include associated hazards and required protective measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If fire extinguisher use is authorized, has training been completed within last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping and Egress	Yes	No	NA
Is the area free from accumulation of rubbish or trash?	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles, pathways, and secondary corridors at least 28 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	
Are egress pathways, hallways and stairways kept clear of storage and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers and electrical panels accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are walking surfaces kept clean and maintained in a slip-resistant condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Do sprinklers have at least 18 inches of unobstructed clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials stored at least 36 inches from heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are heating and air conditioning vents kept clear to allow proper airflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas and handling practices designed to minimize the risk of back injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are loads on shelves and cabinets within safe limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards and Hazardous Communication (HAZCOM)	Yes	No	NA
Is eating/drinking prohibited in areas where hazardous chemicals are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a current inventory of hazardous chemicals accessible within the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are current Safety Data Sheets (SDS) available to all workers within the work-area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers labeled to identify their contents and any applicable hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemicals stored by compatibility (i.e., in separate trays or cabinets)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is proper ventilation used when working with volatile hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have potential routes of entry and exposure symptoms been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in accordance with the written hazard communication program, available from Safety and Environmental Management (which requires the following)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• An explanation of what a Safety Data sheet (SDS) is and how to use and obtain one?</li> <li>• The SDS contents for each hazardous substance or class of substances?</li> <li>• An explanation of the chemical labeling system and how to use it?</li> <li>• The physical and health hazards of substances in the work area.</li> <li>• Specific protective measures required for hazardous materials used within the work area?</li> <li>• Methods and observations to detect the presence or release of hazardous chemicals?</li> <li>• Routes of entry and how to recognize signs of overexposure?</li> <li>• The use and limitations of work practice controls, engineering controls and personal protective equipment?</li> <li>• Who to contact and what to do in an emergency?</li> </ul>			
<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Have hazard assessments been conducted for job tasks that require the use of PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is reusable PPE maintained and stored in clean and serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees (that require the use of PPE) been trained on all the following?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• What PPE is necessary and where it may be obtained.</li> <li>• When PPE shall be used and where it will be stored.</li> <li>• How to put on, take off, adjust, and otherwise wear PPE.</li> <li>• Limitations and useful life of the PPE.</li> <li>• Proper care, maintenance, replacement, and disposal of PPE.</li> </ul>			
<b>Electrical</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
Do all portable electric heaters have a tip-over switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electric heaters UL listed for commercial use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there 3ft clear space between an electrical heater and any combustible material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical portable heaters plugged directly into an outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances such as vacuum cleaners and vending machines grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is exposed wiring and cords with frayed or deteriorated insulation replaced promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are three-prong plugs intact with grounding terminals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power cords, surge suppressor strips, electric tools, and other equipment UL rated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power strips or extension cords used one at a time and not daisy-chained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment in wet locations connected to a ground fault circuit interrupter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all circuit breakers labeled to indicate their use or equipment served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do electrical circuit panels have a 36 inch clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>